



The Company

This family owned Property Management organization is seeking an experienced Property Manager with high integrity and a strong work ethic. We specialize in individually owned rental properties. For over thirty years our company has been in the property management industry delivering exceptional service that meets our clients' demands and exceeds their expectations. We focus on individually owned properties to rent and our commitment to each of our clients remains unparalleled. We provide exceptional service, and we go the extra mile by providing customized services.

Job Responsibilities

The Property Manager will fill a full-time position and will be responsible for the daily operational management of an assigned portfolio of properties in the lower mainland. This position requires a person who has excellent computer skills, good communication skills, strong attention to detail, and has the ability to be a strong contributor in a team environment.

Essential Duties & Responsibilities

Responsible for all aspects of managing a rental property including:

- Meeting with potential tenants at the subject properties
- Evaluate qualified tenants on behalf of the owners
- Execute leases with tenants to ensure all parties understand the terms and conditions of the contract.
- Respond to tenant or owners questions in a timely manner
- Contact tenants to collect overdue rent or to discuss other issues that require immediate attention
- Coordination and follow-up with trade professionals such as electricians, plumbers, carpenters, landscapers, etc.
- On call schedule by rotation required

Education, Knowledge, Skills & Experience

We are interested in hearing from candidates who have:

- A current residential property management license issued by the Real Estate Council of BC.
- Working experience in a property management role
- A thorough knowledge of the Residential Tenancy Act of BC
- A passion for real estate
- Excellent communication skills, both verbal and written
- Self-discipline and ability to organize themselves to meet deadlines
- Ability to learn fast
- Strong organizational and time management and administrative skills
- Honest and ethical conduct

The Property Manager will be required to regularly visit and inspect assigned properties in their portfolio in the lower mainland. A current driver's license and reliable vehicle is required.

Benefits

The company offers a full-time position with an excellent remuneration package. Remuneration includes salary and benefit package. Salary will be based on prior relevant work experience.

Job Type: Full-time

Please email info@professionalrentals.ca with your Resume and Cover letter.

Thank-you for your interest in the position. Please note only shortlisted candidates will be contacted.